

students in the event of a credible bomb threat and/or threat of explosion.

PURPOSE OF PROCEDURE

To provide guidelines designed to facilitate optimum response in the event of a bomb threat and/or suspicious object.

PROCEDURE

I. RECEIPT OF THREAT

A bomb threat shall be known as a Code Black.

In the event a bomb threat is received through a telephone call, the person receiving the call should:

- Keep calm.
- Obtain a copy of the Bomb Threat Checklist ([Bomb Threat Checklist](#))
- Note and write down the extension/phone number of incoming call if display number is available. (u .4 (u .4(d)11. looks like. Keep the caller on the phone as long as possible.
- Note description of the voice, age, sex, and any discernible accents.
- Call 911 and report the threat.

The person receiving the information should complete the Bomb Threat Checklist as soon as possible. The checklist should be retained and given to the University Police Officer when they arrive.

II. GENERAL RULES WHEN SUSPICIOUS OBJECT FOUND

1. In the event a suspicious condition is found, call 911.

2. Remain alert to

- items with excessive postage
- items with excessive weight
- items with excessive tape or string
- no return address
- oily stains/discolorations on package

3. DO NOT

- Attempt to touch or move a suspicious object
- Remove or permit anyone else to remove materials which may aid in the investigation of the crime

III. NOTIFICATION

A. Switchboard

If the building involved is a clinical building, upon notification by the Police or HSC Security, the switchboard operator on duty shall notify the following:

- House Supervisor
- Environmental Health and Radiation Safety staff on-

IV. CONTROL AND COORDINATION OF RESPONSE

A. Authority

Code Black